

MINUTES OF THE POLICY & RESOURCES COMMITTEE

5th March 2024, 7:30pm

The Guildhall

Cllr Cook	Absent	Cllr T Martin	Apologies
Cllr Crayford	Present	Cllr Rowlands (Chair)	Present
Cllr Eyre	Apologies	Cllr Saunders	Present
Cllr Gibson	Present	Cllr C Martin	Present

In attendance:

Louise Bareham (Town Clerk)

Cllr T Martin (via zoom)

Public Questions:

Mr Oswald-Jones declared a DNPI on item 100 of the minutes. He noted that he was non-voting member of the Active Travel Committee and had completed an application form. He is an individual member of the public and does not represent an organisation, which would be an issue with the original draft version of the Non-Councillor Member Policy. Cllr Rowlands advised that this had been discussed at the previous meeting and an amendment had been made accordingly.

094. Apologies for Absence

Apologies were received from Cllr T Martin and Cllr Eyre, who was substituted by Cllr C Martin. Cllr Gibson had sent notice that he would be late due to another meeting.

095. Declarations of Interest

None.

096. Minutes of the Previous Meeting and Matters Arising

It was noted the date was incorrect on the minutes. It was proposed by Cllr Crayford, seconded by Cllr Saunders, and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 4th March 2024.**

097. Month End Reports

Cllr Crayford asked if the figures included payment of the by-election, but the invoice was yet to be received and the figures were for the May elections only. He further asked about IT Support 4225 and the Town Clerk will provide a breakdown of that account. Cllr Saunders asked about the salary figures, the Town Clerk explained it was difficult to split the three figures accurately, particularly when there are changes such as the 2p reduction in NI, which was known at the time of the budget. It was proposed by Cllr Rowlands, seconded

by Cllr C Martin, and on being put to the meeting it was **RESOLVED to accept the Month 11 Month End Reports.**

098. Statement of Internal Control

It was noted that the statement included for councillor audits, and that this item had been picked up by Mazars in the previous AGAR. It was proposed by seconded by Cllr Crayford, seconded by Cllr C Martin and on being put to the meeting it was **RESOLVED to accept the Statement of Internal Control 2024-2025**

Cllr Gibson joined the meeting at 19.48

099. Risk Assessment and Management Strategy

Cllr Crayford proposed the inclusion of property assets the upkeep of buildings, which was seconded by Cllr Gibson and accepted. Cllr Crayford proposed that under Finance by election costs be added, seconded by Cllr Saunders and accepted. The Town Clerk noted that the General Reserve Policy included £15,000 for by-elections.

It was proposed by Cllr Gibson, seconded by Cllr Crayford, and on being put to the meeting, it was **RESOLVED to accept the Risk Assessment and Management Strategy**

100. Non-Councillor Member Policy

A further discussion took place on the draft policy. Cllr Rowlands proposed, seconded by Cllr Gibson and it was accepted that Standing Orders were suspended to allow Cllr T Martin to comment via zoom. Cllr Crayford proposed, seconded by Cllr Gibson and on being put to the meeting it was **RESOLVED to add on the application form wording similar to standing for council around barring.**

Cllr Saunders proposed, seconded by Cllr Crayford and on being put to the meeting it was **RESOLVED in paragraph 4d to change only to generally.**

It was proposed by Cllr Gibson, seconded by Cllr Saunders and on being put to the meeting it was **RESOLVED that paragraph 3 of the Introduction 'is a resident of Faversham' be amended to 'would be eligible for nomination to the Town Council'.**

It was proposed by Cllr Gibson, seconded by Cllr Saunders and on being put to the meeting it was **RESOLVED to accept the Non-Councillor Member Policy**

101. Matters for Report

The following items will be on next month's agenda – General Reserves Policy, EMRs for year end.

The meeting closed at 20.30